

WESTFIELD CONTRIBUTORY RETIREMENT SYSTEM

59 Court Street, Westfield, MA 01085

Phone: (413) 572-6239 | Fax: (413) 642-9410

Job Posting: Administrative Assistant

The Westfield Retirement Board is seeking a qualified individual to serve as the full-time Administrative Assistant. Under the direction of the Director, the Administrative Assistant will assist the Director in the daily administration and operation of the Retirement Office.

Qualifications:

3-5 years' experience in a Massachusetts public retirement system preferred.

Minimum of an Associate's Degree

Must have a strong math and accounting/bookkeeping background

Excellent verbal and written communication skills required

Strong organizational skills required

Experience with Microsoft Office, specifically Word and Excel required

Experience with PTG and MUNIS preferred

General Responsibilities include:

- Record all accounting of Cash Receipts and Disbursements
- Record all accounting entries for the General Ledger
- Balance Investment manager accounts with Trial Balance each month.
- Forward accounting to PERAC monthly and respond to any inquiries about the submission
- Maintain and update information both electronically and in physical file for members and retirees
- Prepare Annual Statement.
- Prepare annual statements of member accounts and annual retiree affidavits and handle mailing
- Process Payrolls each pay period with any necessary changes
- Become knowledgeable about retiree insurance procedures – help retirees with the paperwork, change forms and new coverage forms. Discuss insurance with retirees especially those turning 65 and during open enrollment
- Submit actuarial information to PERAC (or other data upon request)
- Assist auditors with information and explain any entries that are questioned.
- Assist both walk-in and phone with general inquiries
- Attend external meetings and conferences as necessary, including: PERAC, MACRS, PTG, etc.

*The responsibilities listed above are intended to be illustrations of various types of work that are expected to be performed. The absence of specific duties does not exclude them from the position.

Compensation and Work Schedule:

Competitive Salary based on experience and qualifications. In addition a benefits package that includes health, dental, life insurance, 457(b) plan, paid time off, and retirement pension plan

35 hours per week. Typically 8:00am -4:00pm M-F. One hour lunch. On location, no remote.

To Apply:

Please submit a cover letter and resume via email only to: Liam.Browne@cityofwestfield.org

Resumes accepted on an ongoing basis until the position is filled. Westfield Contributory Retirement System is an EEO/AA employer.